

COVID-19 Policy

Self-Isolation:

Anyone who meets one of the following criteria should not enter the premises:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Has been advised by the NHS to shield
- Is living with someone in self-isolation

Procedure if Someone Falls ill:

If a staff member develops a high temperature or a persistent cough while at work, they should:

- Inform a member of the Management team
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow

If a guest develops a high temperature or a persistent cough while on the premise, they should:

- Inform a member of the Management team
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Work:

Wherever possible staff should travel to site alone using their own transport and must consider:

- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home

Building Access Points and Lift Use:

We will:

- Monitor access points to enable social distancing, and make changes as necessary to avoid pinch points
- Require all workers to wash or clean their hands before entering or leaving the site
- Require all guests to sanitise their hands before entering
- Allow plenty of space (one metre) between people waiting to enter site
- Regularly clean and sanitise common contact surfaces in reception, lift, and guest lounges
- Stairs should be used in preference to our lift. Guests will be requested to use the stairs as much as possible during their stay
- Where the lift must be used, it is a limit of one person or one household at a time
- All individuals must use hand sanitiser before entering the lift

Hand Washing:

We will:

- Provided additional hand washing facilities to staff
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities:

We will:

- Restrict the number of people using toilet facilities at any one time through signage
- Close off every other cubicle to allow spacing
- Ask that all individuals sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Display our cleaning procedures for guests to review

Staff Eating Arrangements and Changing Facilities:

- Dedicated eating areas have been identified on site
- Break times will be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The staff will be asked to bring pre-prepared meals and refillable drinking bottles from home in insulated carriers or thermos flasks to avoid cross contamination in the fridges or microwaves
- Staff should sit 1 metre apart from each other whilst eating and avoid all physical contact
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, tables, etc.

PPE and Social Distancing:

- The hotel is operating to a 1 metre social distancing policy, which will be reviewed regularly in line with Scottish Government guidance
- Any operations that cannot be done while socially distancing will be cancelled until social distancing requirements are removed
- Work requiring skin to skin contact will not be carried out
- Re-usable PPE will be distributed to each team member accordingly, and is to be thoroughly cleaned after use and not shared between workers
- Workstations & Desks rearranged to be 1 metre apart or positioned in way in which persons are not facing each other
- Single use PPE should be disposed of so that it cannot be reused
- Guests will be recommended to wear face masks in the accommodation floors
- Public areas will be arranged to allow for social distancing and a one-way system
- Screens will be utilised in the public areas to section off areas

Meetings:

- Virtual meetings will be held, if possible, in the first instance
- Only absolutely necessary meeting participants should attend
- Attendees should be one metre apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Any guest meetings will be set up to allow for social distancing and can allocate one table per attendee if required

Cleaning:

Enhanced cleaning procedures will be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment

Rubbish collection and storage points will be increased and emptied regularly throughout and at the end of each day